

APPLICATION FOR MONUMENT/MEMORIAL PLACEMENT

PURPOSE OF APPLICATION FORM – Application for Monument/Memorial Placement to be submitted in prior to placement in accordance with the *Cemeteries and Crematoria Act 2013 and Headstones and Cemetery Monuments Australian Standard AS 4204-1994*. Placement of Monument or Memorial cannot take place prior to an *Authorisation for Monument/Memorial Placement* being issued by the Cemetery Operator (Inverell Shire Council).

NOTE: Any Monument/Memorial to the deceased person lawfully placed at that site, with permission of the Cemetery Operator is to be left undisturbed (provided interment remains in force and the memorial is kept in good repair) until such time as the Monument/Memorial may be disturbed in accordance with the *Cemeteries and Crematoria Act 2013* unless disturbance at an earlier time is requested or authorised by the holder of the interment right. All fees and charges can be viewed on Council's website and are subject to change.

MONUMENT/MEMORIAL INFORMATION

DETAILS OF LOCATION

Cemetery Location

Section

Row

Allotment

Grave ID No. (If applicable)

Application to erect:

HOLDER AND ASSOCIATED INFORMATION

DETAILS OF DECEASED HOLDER 1

Holder 1 Name/s

Place of Death

Date of Death

Date of Birth

DETAILS OF DECEASED HOLDER 2– (EXTRA DEPTH OR ASHES FOR SINGLE DEPTH ONLY)

Holder 2 Name/s

Place of Death

Date of Death

Date of Birth

DETAILS APPLICANT

Applicant Name/s

Relationship to Holder/s

Address

Mailing Address

Phone

DETAILS OF FUNERAL DIRECTOR (IF INSTALLING MONUMENT/MEMORIAL)

Funeral Director

Address

Mailing Address

Phone

DETAILS OF STONE MASON (IF INSTALLING MONUMENT/MEMORIAL)

Stone Mason

Address

Mailing Address

Phone

MONUMENT/MEMORIAL SPECIFICATIONS

Monument/Memorial to consist of (materials/general description) in accordance with *Cemetery Monuments Australian Standard AS 4204-1994*.

Size (Length)

(Width)

(Height)

TERMS AND CONDITIONS

1. A Monument/Memorial to the deceased may be placed only upon written approval from Cemetery Operator. It is to be of the type allowed under the *Cemetery Operator's Policy/Procedures/Requirements* in that specific interment section. Any Monument/Memorial to the deceased person lawfully placed at that site, with permission of the Cemetery Operator is to be left undisturbed (provided interment remains in force and the Monument/Memorial is kept in good repair) until such time as the Monument/Memorial may be disturbed in accordance with the *Cemeteries and Crematoria Act 2013* unless disturbance at an earlier time is requested or authorised by the holder of the interment right.
2. The Interment Right Holder/s is/are responsible for the care and maintenance of individual interment sites where they have placed a Monument/Memorial. Monument/Memorial ownership and all responsibilities therein reside with the grantee and his/her heir/successors to the grave where the Monument/Memorial is placed. The Cemetery Operator will not be liable for care, maintenance, preservation or restoration.
3. The Cemetery Operator reserves the right to refuse permission for any proposed Monument/Memorial construction or alteration in its absolute discretion without assigning any reason. The Cemetery Operator has the right (but not the obligation) to remove any unapproved Monument/Memorial or alteration without notice to any person.
4. Glass, alcohol or other items that the Cemetery Operator deems to be a safety/environmental hazard are not permitted and if necessary may be removed without notice to any person. No items are to be placed, glued or otherwise onto any Memorial Wall or Memorial Garden kerbing.
5. The Cemetery Operator actively discourages unsavoury behaviour and is not responsible or liable for the security of tributes, objects or mementos placed in the cemetery.
6. The Cemetery Operator reserves the right to review and/or amend these Terms and Condition, its holdings, interment sites and property within its cemeteries at any time, without notice to you.
7. Additional information is available in the *Cemetery Operators Policy* upon request.

PRIVACY NOTICE

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*.

APPLICANT / HOLDER DECLARATION

We, the undersigned, request the Cemetery Operator - Inverell Shire Council, to issue an Authorisation for Monument/Memorial Placement in accordance with the *Cemeteries and Crematoria Act 2013*. Placement of Monument/Memorial will in line with details in this form, performed by a lawful authority and in accordance with *Cemetery Monuments Australian Standard AS 4204-1994*. The undersigned Holder/s / Next of Kin / Nominee / Applicant certify that they are duly empower and have sufficient relationship to the parties stated.

We, the undersigned understand the terms and conditions as stated in this application and furthermore, hold safe and harmless the Cemetery Operator against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever by reason of the Operator having issued consent presuming information provided is correct.

Applicants Name/s

Applicants Signature

Date

Funeral Director

Funeral Director Signature

Date

Stone Mason

Stone Masons Signature

Date

OFFICE USE

Amount Paid

Rec No.

Date

PAYMENT DETAILS

Direct Deposit Cash Cheque Credit Card

Direct Deposit Details Inverell Shire Council - BSB (082 649) ACCOUNT NUMBER (665 471 464)

Credit Card Details

Card Type Visa Mastercard

Card Number

Card Number

Signature

Card Expiry CVV

** Merchant Service Fee applies of 0.65%

OFFICE USE

Inverell Cemetery
GL Number -PJ 126380-1000-43012

Village Cemetery
GL Number PJ -126320-1000-43012

Amount Paid Rec No. Date

Trim No.